



Roland W. Burris

Comptroller
State of Illinois

November 3, 1987

201 State House
Springfield, Illinois 62706
217/782-6000

PAYROLL BULLETIN
(6-87) (Revised)

TO: All State Agencies, Departments, Boards, Commissions and Universities

SUBJECT: Processing Fees for Child Support Withholding

Public Act 85-217 (House Bill 326) which was signed into law on August 23, 1987 allows the State to collect a processing fee for processing wage deductions for child support. It entitles the State to retain from the employee's wages the lesser of (1) \$4.00 per month or (2) the actual check processing cost for each deduction order. This processing fee is deducted in addition to the amount called for by the wage deduction order to withhold each pay period. Since it would cost more than \$4.00 per month to process child support deductions, agencies should compute the fee at the \$4.00 per month rate as follows:

1. \$2.00 per pay - semi-monthly
2. \$4.00 per pay - monthly
3. \$1.85 per pay - bi-weekly

VOUCHERING PROCEDURES

Since these fees will be retained by the State, a separate trailer record must be used to reflect the collection of this processing fee. The Comptroller code will be 14, the actual code will be 001, 002, 003, etc. The processing fee must be added to the amount called for by the order for withholding. For example, if an order for withholding calls for a child support payment of \$100.00 on a semi-monthly basis, the total deduction would be \$102.00. The trailer records would be as follows:

- 12-001 To (From the Order for Withholding) \$100.00
From (Reference employee's name, case number and social security number)
- 14-001 General Revenue Fund, Support Withholding Fee \$2.00
From (Reference employee's name and social security number)

If on the same payroll voucher a second employee is subject to child support withholding, the trailer records would be 12-002 and 14-002. Others on the same voucher would follow sequentially as 003, 004, etc.

If an employee has more than one wage deduction order in effect at the same time, a separate trailer record with the same trailer code for the payees must appear on the voucher. The processing fee may be consolidated into one trailer record. For example, if an employee who is paid semi-monthly is subject to a wage deduction order calling for \$100.00 per pay period and another calling for \$120.00 per pay period, the total deduction from the employee's wages would be \$224.00 and the trailer records would be as follows:

- 12-001 To (From the Order for Withholding) \$100.00
From (Reference employee's name, case number and social security number)
- 12-001 To (From the Order for Withholding) \$120.00
From (Reference employee's name, case number and social security number)
- 14-001 General Revenue Fund, Support Withholding Fee \$4.00
From (Reference employee's name and social security number)

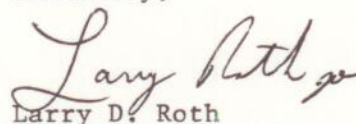
OTHER PROCEDURES

Agencies are urged to devise a form letter to accompany the warrants to be sent with the support payment which will further identify the payment, so the employee will get the proper credit.

If it is found that a deduction for support is made in error, it will be the agency's responsibility to recover the money. A letter to the Comptroller's Office requesting a refund of the processing fee will also be required. The letter should indicate why the deduction was made, the employee's name, social security number, the pay period for which the erroneous deduction was made, payroll code, voucher number and where the fee should be sent. This letter should be signed by someone who is authorized to sign the payroll voucher.

Questions regarding the vouchering procedures for child support deductions should be referred to Dan Steven or Nancy Smith at (217) 782-4758.

Sincerely,



Larry D. Roth
Director, State Accounting



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TO: All State Agencies, Departments, Boards, Commissions and Universities

SUBJECT: Correction to Payroll Bulletin 6-87 Dated September 30, 1987

A further review of Public Act 85-217 (House Bill 326) regarding processing fees for child support withholding has determined that an error was made in the instructions for vouchering procedures. Please disregard the aforementioned bulletin and substitute in its place the attached revised Payroll Bulletin 6-87 dated November 3, 1987.

Any questions regarding this memorandum or the revised Payroll Bulletin 6-87 dated November 3, 1987 should be referred to Dan Steven or Nancy Smith at (217) 782-4758.

Sincerely,

A handwritten signature in cursive script that reads "Larry Roth".

Larry D. Roth
Director, State Accounting